

## **BUILDING PERMIT APPLICATION AND REQUIRED DOCUMENTS**

IF YOU DO NOT HAVE **ALL** OF THE FOLLOWING INFORMATION, THIS  
APPLICATION PACKAGE IS INCOMPLETE AND  
WILL **NOT** BE ACCEPTED

- ☐ **1 COPY COMPLETED APPLICATION** – **all** information **must** be provided. (N/A may be used if appropriate.) Must be typed or submitted in block letters. **Map/Parcel available at Assessor's office or on-line through the Assessor's database**
- ☐ **\$50.00 APPLICATION FEE.** Fee is non-refundable. Make checks payable to Town of Harwich.
- ☐ **5 COPIES BUILDING PLANS** with Construction Specifications drawn on sheets no larger than 18" X 24" at 1/4 scale. **FOUR COPIES MUST BE STAMPED BY THE FIRE DEPT. (508.430.7546) (FD APPLICATION & INSTRUCTIONS ATTACHED)**
- ☐ **3 COPIES of ENGINEERED/SEPTIC SITE PLANS** for new buildings and additions (horizontal or vertical) showing size and location of all existing and proposed buildings, driveway, ground coverage and set backs. *Contact the Health Dept. (508.430.7509) for Sewage Disposal Permit regulations*
- ☐ **1 COPY Massachusetts or WFCM Compliance Checklist** (ALL RESIDENTIAL NEW CONSTRUCTION and ADDITIONS EXCEPT DECKS)
- ☐ **1 COPY ENERGY CALCS** FOR ALL NEW CONSTRUCTION OR HEATED ADDITIONS. (2009 IECC STANDARDS)
- ☐ **WORKER'S COMPENSATION INSURANCE AFFIDAVIT** (Certificate of Insurance if required)
- ☐ **COPY OF CONSTRUCTION SUPERVISORS'S LICENSE & HOME IMPROVEMENT REGISTRATION NUMBER**

**OR**

*If the **homeowner** is doing the work themselves and serving as general contractor for **RESIDENTIAL** projects*

- ☐ **1 COPY CONSTRUCTION SUPERVIROR EXEMPTION AFFIDAVIT**

### **IF APPLICABLE**

- ☐ **VACANT LOT** – ONE COPY OF YOUR **DEED/PLAN** from the Barnstable County Registry of Deeds or Land Court, whichever is applicable. (Copies *may be* available at Harwich Assessor's Office)
- ☐ **1 RECORDED COPY OF ANY REQUIRED BOARD APPROVALS:** Zoning Board of Appeals, Planning Board, Conservation Commission, Historic District Commission & Historical Commission decisions.
- ☐ **MODULAR HOMES**
  - Submit plans approved by Division of Inspection & evidence of 3<sup>rd</sup> party engineering review
  - Project **REQUIRES** Construction Supervisor License for foundation. Homeowner may **NOT** pull permit
  - Submit manufacturer's certification of installer/set crew

**SEE OTHER SIDE FOR APPLICATION**